John R. Benson
HSEMD

Andy Buffington
Communications Center

Vacant
EMS

Larry Smith
Emergency Management

Angela Clouser
Member-At-Large

Ellen Hagen
Fire Department (Volunteer)

Rob Rotter
Sheriff's Office

Michael Kasper
Sheriff's Office

Michele Bischof
Fire Department

Tom Lampe
Iowa DPS

Jason Leonard
Municipal Police
Department

Carole Lund-Smith
ILEA

David Ness
Municipal Police
Department

Vacant
Communications Center

Marty Smith
Iowa DPH

Peter Huffman
Iowa DOT

Jeffery Swearngin
Iowa DNR

Patrick Updike
Iowa DOC

Jeff Franklin
Office of the CIO

Legislative Members
Senator Jim Lykam
Senator Tim L. Kapucian
Representative Bob Kressig
Representative Jarad Klein

Meeting Minutes
Iowa Statewide Interoperable Communications System Board
June 13, 2019
West Des Moines City Hall
4200 Mills Civic Parkway
West Des Moines, Iowa

Meeting called to order by Vice Chair Leonard at 10:30 am.

Conference telephone line was opened for public listening and comment, and for Board members who found it impractical to attend in person.

Twelve voting board members attended, via phone and in-person, establishing a quorum.

Voting Members in Attendance: Patrick Updike, Andy Buffington, Ellen Hagen, Mike Kasper, Angela Clouser, Marty Smith, Jason Leonard, Jeff Franklin, Peter Huffman, David Ness

Members via Conference Line: John Benson, Larry Smith

Non-Voting in Attendance: FirstNet Outreach Specialist Shawn Wagner, SWIC Chris Maiers, Administrative Assistant Hollie Davidson

Absent: Jeff Swearngin, Tom Lampe, Michele Bischof, Rob Rotter, Carole Lund-Smith

Guests: Connie Stufflebeem, Jim Lundsted, Dustin Blythe, Steven Gray, Curtis "Wally" Walser, Curtis Pion, Tracey Bearden, Brad Button, Douglas Knoll, Tom Reis, Tammy Rodriguez

Approval of Agenda: Andy Buffington made a motion to approve the agenda. Ellen Hagen seconded the motion. All in favor. Motion passes.

Approval of Minutes: Ellen Hagen made a motion to approve the May meeting minutes. Marty Smith seconded the motion. All in favor. Motion passes.

SWIC Report: SWIC Maiers reported that the SCIP refresher TA has been accepted and approved. While the current SCIP is still relatively fresh, the purpose of the revisions is to align with the NECP 2019 update and review goals and objectives of the various ISICSB committees. Most of the edits are expected to be minor revisions.

SWIC Maiers reported on the Encryption White Paper that was previously submitted to the P25 User Needs Subcommittee. This will be on the agenda for the June meeting in Des Moines for discussion and possible action.

SWIC Maiers gave an update regarding the StatusBoard. A draft joint agreement with Minnesota has been reviewed by the Attorney General's office, and revisions were suggested and made. It has been sent back to Minnesota for review. SWIC Maiers expects their suggestions back soon. Most of the changes have revolved around shifting the agreement to a Memorandum of Understanding to simplify it.

SWIC Maiers gave an update of Interstate Interoperability. Meetings with Missouri, Illinois, Wisconsin, and Minnesota have been scheduled. Some may be postponed due to current flooding in Western Iowa. Letters of agreement have been drafted and are up for approval between Iowa and Minnesota, Missouri and South Dakota. One of the topics of discussion that will come up soon is pursuits along state borders between Iowa and Minnesota. The MOU with Illinois is in good order, and both Iowa and Illinois can now review and take steps to approve it. Work continues on the agreement with Wisconsin.

Interstate interoperability has been a focal point of work in other states as well, so the time and effort being dedicated to this is consistent with what other states are doing.

SWIC Maiers reported that he has been invited and accepted an opportunity to participate in the national committee that will be tasked with reviewing and updated the SAFECOM Interoperability Continuum. SWIC Maiers expects the efforts that the ISICSB and its committees have undertaken will align nicely with any revisions.

SWIC Maiers was also invited and accepted an invitation to participate in a date interoperability exploration group. This committee will investigate data interoperability at all levels.

Vice Chair Leonard asked a question regarding other coutnies or users of ISICS who are sharing with other states. SWIC Maiers stated that other states have expressed interest in getting a control station or consolette connected to ISICS. SWIC Maiers also stated that stakeholder feedback has suggested that this is desireable.

E911 Council Report & E911 Program Manager: None.

User Group Committee: User Group Committee (UGC) Chair Andy Buffington reported that there were no new applications to review. However, the UGC did work on a new process for user applications that will apply to a few applications that are pending and have been sent to Motorola for review. Motorola has thirty days to review these, and if there is no response, the applications are deemed as accepted.

The UGC developed application process checklist will ensure the accountability of all stakeholders.

Three state letters for Minnesota, South Dakota, and Missouri regarding interstate interoperability are up for approval in New Business.

Finance Report: Finance Committee Chair Hagen reported that the monthly net expenditures during May for the Interoperable and Broadband Communications Fund were $16,745. The May ending balance was $168,685. Monthly expenditures during May for the SLIGP 2.0 were $8,269. Of that amount, $6,615 were federal expenditures. The remaining federal amount available from the SLIGP 2.0 Grant is $88,924.

Governance Committee: Governance Committee Vice Chair David Ness reported that the Governance Committee met on June 3, 2019 and reviewed three standards. One standard was tabled for further review, and the other two will be up for board approval in New Business.

Operations Committee: SWIC Maiers reported that the Operations Committee is now meeting twice a month – the first and third Wednesday of every month. At the most recent meeting, the committee discussed Air-to-Ground channels and specific policy requirements related to the channels. The Operations Committee has also coordinated with the Technology Committee on the Air-to-Ground channels.

The Operations Committee also discussed long-term future goals for the Board, growth of ISICS and possible funding opportunities.

The Committee continues to work on the development of legacy plans. They are working on assembling a document for review over the next several meetings. This document may cover frequencies like VLAW31.

SWIC Maiers reported that Deputy SWIC Walser was able to get the control stations and consolettes programmed. So far thirty-seven PSAP control stations have been delivered as of date and nearly all RAGBRAI counties have their equipment. Some have already been successfully integrated.

Outreach Committee: Outreach Committee Chair Hagen reported that she recently attended the Region VII FirstNet User Forum held in May. The forum contained valuable information regarding FirstNet apps, user stories, deployables, drones, and Band 14.

Chair Hagen also stated that any information continues to be sent out to stakeholders.

Vice Chair Leonard suggested that the Outreach Committee distribute information regarding the PSAP consolettes and other items that the Operations Committee is working on currently. SWIC Maiers stated that that information would certainly fit the purpose of the newsletter.

FirstNet Outreach Specialist Report: FirstNet Outreach Specialist Shawn Wagner reported that all feedback regarding the FirstNet User Forum has been positive. FirstNet has distributed surveys to all attendees.

The RIC 2 outreach event is scheduled for June 25, 2019, from 1:30 pm to 4:30 pm in Mason City. Planning is also taking place for a RIC 5 outreach event.

Mr. Wagner reported there was a security update to the ISICSB website.

Training/Exercise Committee: SWIC Maiers reported that the Training Committee has been working on the following items:

- Information will be sent out for the PSAP Cybersecurity webinar and COMT class
- Resubmittal of COML request to ECD
- Review of the training materials for the PSAP consolettes (standards packet, guidance PowerPoints)

SWIC Maiers encouraged PSAPs to sign up for the PSAP Cybersecurity Webinar.

Technology Committee: Technology Chair Updike reported that the Technology Committee met two times over the past month. Chair Updike also reported that he attended the Operations Committee and Finance Committee calls. The purpose of attending the Technology and Operations Committee calls was to discuss item 21a under New Business on the agenda. Chair Updike expressed the need for a game plan regarding the licensing of the air-to-ground channels with respect to use of the air-to-ground channels. The Operations Committee will be asked to come up with a policy for the air-to-ground channels.

FirstNet Broadband Committee: SWIC Maiers reported that the FirstNet Committee met and discussed webinars for uplift and local control. This has been a topic of discussion in several states. The plan is to provide three different webinars – one brief webinar for the ISICSB on the FirstNet Portal and uplifting, a highly-detailed webinar specifically for the FirstNet Broadband Committee, and a webinar for stakeholders in Iowa.

The Committee is also researching a methodology regarding the uses for broadband and how it fits in the communications landscape. The FirstNet Committee suggests including a broadband data section within a field operations guide if one should be developed that could include what apps agencies are using, carriers and other information.

Plans pertaining to operational use and deployables will likely need to be developed as well especially with resource typing.

The Committee also discussed having ongoing more open conversations with FirstNet/AT&T. There is a desire to have more success stories be shared and continued discussions on how FirstNet is evolving within the emergency communications ecosystem as well.

LEA Committee: LEA Committee Chair Connie Stufflebeem reported that at the last LEA Committee meeting, the group discussed the following items:

- Standards for talkgroup changes – the committee is working with SWIC Maiers and the Operations Committee to develop standards
- Continued work on the CCGW 4-wire project involving the co-located sites and removal of unreliable telephone circuits
- Availability to use patching and the multi-select feature
- Continued distribution of consolettes/control stations and training materials
- Keeping the RICs updated on progress within the LEA Committee

Other Reports:

Board Information Sharing – None.

Motorola Project Manager ISICS Update – Motorola Solutions Manager Melvin Mercado displayed a slide covering actions that remain. These actions include the following items:

- Completion of Hardin tower site landscaping
- Commence Rock Rapids construction and deconstruction of old Rock Rapids tower.
- Completed the software refresh at every backhaul node
- Working on remaining generator startups
- Coverage testing restarted
- Start delivered audio quality (DAQ) coverage testing
- Execute Acceptance Test Plan (final ATP provided as of meeting date) to verify features and functionality of the system
- Final site walks

Mr. Mercado displayed the coverage testing results Status Map showing the completed coverage testing and the testing that is in progress. Mr. Mercado stated that the current coverage pass rate is at 99.34%. The amount of tiles that can be tested are directly related to the accessibility of roads. Mr. Mercado expects coverage testing to be completed soon. Mr. Mercado clarified for SWIC Maiers that the coverage maps are only for state-built tower sites and does not include local enhancements.

Vice Chair Leonard inquired as to what the issues are along the southern borders of Fayette and Clayton Counties. Mr. Mercado stated the issues are most likely a result of farming, undrivable roads or private property that cannot be easily accessed.

UGC Chair Buffington inquired as to whom to send the user applications for review within 30-days. Mr. Mercado responded to send these to the Motorola Customer Support Manager to forward onto the appropriate party for loading analysis.

FirstNet / AT&T Update: AT&T/FirstNet representative Dustin Blythe reported that since May 17, 2019, eleven new tower sites have been completed (Ackley, Audubon, Centerville, Dixon,

Eldora, Fairbank, Lone Tree, Manning, Riceville, Richland, Washington). Five additional sites will be completed by the end of the week.

Mr. Blythe reported that AT&T is making changes to its sales team. Danny Noble from AT&T will be reaching out to Chair Lampe to discuss the new representative.

SWIC Maiers suggested that a general map be provided showing the tower build progress made thus far and the new build sites across the state.

Jim Lundsted from the Department of Homeland Security Emergency Communications Division (ECD) reported on the following items:

- The Interoperability Communications Advisory Council recently held a two-day meeting that discussed the ICAC committee and possible changes and progress related to NIMS that could incorporate the ITSL
- Changes have been brought forward regarding All-Hazards Communications Leader (COML). ECD will conduct two classes (Wichita and Los Angeles) regarding incorporating the new COML curriculum
- There is continued progress regarding delivery refinement of the ITSL course to stakeholders
- The COML class for Iowa has been approved
- Mr. Lundsted recently participated in a call regarding tasking to US Naval Informational Warfare Command and development of an ITSL train the trainer class to be delivered locally
- ECD has been leading a workgroup within SAFECOM and NCSWIC to develop a Next-Generation 911 Readiness Checklist
- FEMA will conduct another National Emergency Alert System test on August 7th and will be conducted without the use internet using legacy broadcase messaging systems
- SCIP workshop is scheduled for September 9th and 10th in Des Moines

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Old Business: None.

New Business: Technology Chair Updike made a motion to approve up to $2,000 for licensing of 700 MHz Air to Ground Channels. Ellen Hagen seconded. All in favor. Motion passes.

Governance Committee Chair Benson made a motion for the approval of two standards. The standards included were *Regional CALL Audio* and *The Appeal Process*. Mike Kasper seconded the motion. After an explanation from SWIC Maiers regarding the *Regional CALL Audio* standard, all in favor. Motion passes.

User Group Committee Chair Buffington made a motion to approve the three state letters to Minnesota, South Dakota, and Missouri. Ellen Hagen pointed out there were a few typos in

the letters. Upon agreement to correct the typos in all three letters, Marty Smith seconded the motion. All in favor. Motion passes.

User Group Committee Chair Buffington made a motion to approve the new User Applicant Process Form. The new form will ensure that the procedural process covers all aspects of the application process in a timely manner, and all parties are held accountable for their portions of the application process. Peter Huffman seconded the motion. All in favor. Motion passes.

Public Comment: None.

Motion to Adjourn: Patrick Updike made a motion to adjourn. Peter Huffman seconded the motion. Meeting adjourned at 11:50 a.m.

YouTube link for the June 2019 ISICSB Board Meeting:
https://www.youtube.com/watch?v=ex89FNWqGsQ